

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 3/8/2012

Action Requested By:
General Services

Agenda Item Type
Resolution

Subject Matter:

Donation of 1993 GMC Flatbed Truck to Early Works

Exact Wording for the Agenda:

Resolution to declare certain equipment as surplus and to be donated.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Resolution to declare certain equipment as surplus and to be donated to the Alabama Constitution Village/Historic Huntsville Depot Board.

Associated Cost: 0.00

Budgeted Item: No

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: _____

Date: 2/28/2012

RESOLUTION NO. 12-__

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama that the following described property is hereby declared surplus and no longer necessary for public or municipal purpose:

1993 GMC Flatbed Truck
VIN# KXKF306473

BE IT FURTHER RESOLVED that the Mayor of the City of Huntsville, for and as act of the City of Huntsville, is hereby authorized, requested and directed to convey said equipment to Alabama Constitution Village\Historic Huntsville Depot Board. The donation of this vehicle to the Alabama Constitution Village\Historic Huntsville Depot Board will continue to build good relations and help them to educate the public.

ADOPTED this the _____ day of _____, 2012.

President of the City Council
of the City of Huntsville, Alabama

APPROVED this the _____ day of _____, 2012.

Mayor of the City of Huntsville
Huntsville, Alabama

**City of Huntsville
Fixed Asset Disposal Order**

Disposal Date: 3/8/2012

Equipment #: 020768

Description: _____

Department #: 7400

Dept. Name: General Services

Location Code: 7410

Turn In: ☒ Keys ☒ Gas Card ☐ N/A (no gas card) ☒ MU Tag # 13845 MU
(Keys & Gas Cards must accompany this form)

METHOD OF DISPOSAL:

- ☐ **A** Sold at auction. A copy of the Resolution from the City Council **must** accompany the disposal order.
- ☐ **S** Sold to another agency. A copy of the Resolution from the City Council **must** accompany the disposal order.
- ☐ **D** Destroyed (nothing left to sell). A memo from the department head **must** accompany the disposal order.
- ☐ **L** Lost or stolen from a work site or storage yard. A police report **must** accompany the disposal order.
- ☐ **X** Cannibalized for parts. A memo from Facilities, Fleet or I.T.S. Department head (depending on type of equipment) **must** accompany the disposal order.
- ☒ **G** Given or donated to another agency or group. A copy of the Resolution from the City Council **must** accompany the disposal order.
- ☐ **C** Credit for equipment traded in on purchase of new item. A copy of the approved Bid or Resolution showing the trade-in value **must** accompany the disposal order.

For use by Fixed Asset Accountant only:

- ☐ **I** Equipment or items deleted from active inventory by the Fixed Assets Accountant because it falls under the current threshold limit.

Remarks: This vehicle would cost more to repair it than it is worth. General Services Does not utilize this vehicle enough to justify it.

Dept. Approval: _____

Authorized Signature

For Facilities Management or Fleet Management Use ONLY

Reason for Disposal: _____

Remarks: _____

Accepted &
Approved By: _____

Or _____

☐ Entered into VMS

Date _____

☐ Entered into Fixed Assets

Date _____

Print and distribute copies to the following Departments

Clerk-Treasurer (original with signatures)

Facilities or Fleet Mgmt.

Originating Department